

Motor Pool Steps to reserving a GV

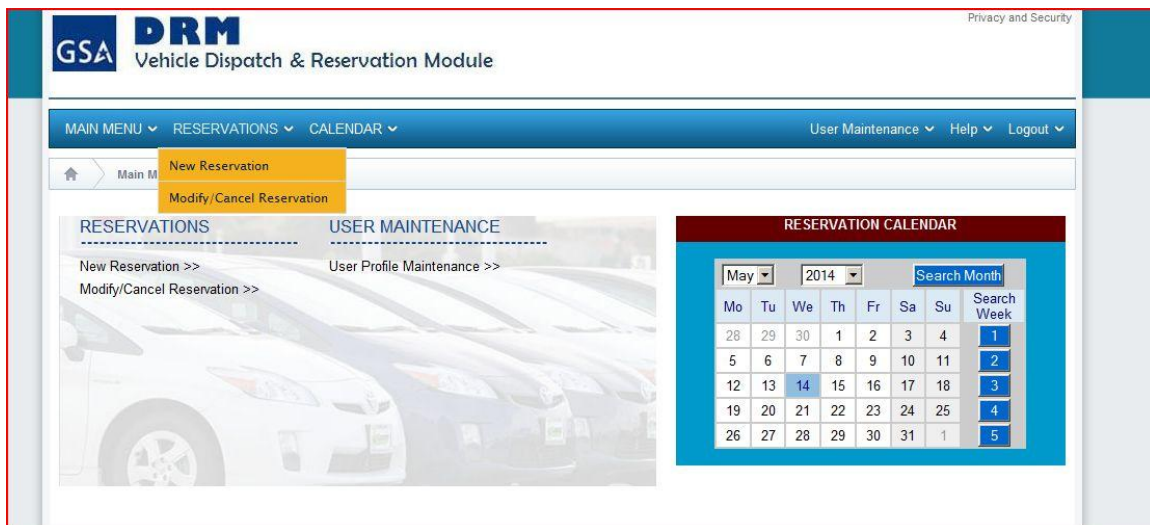
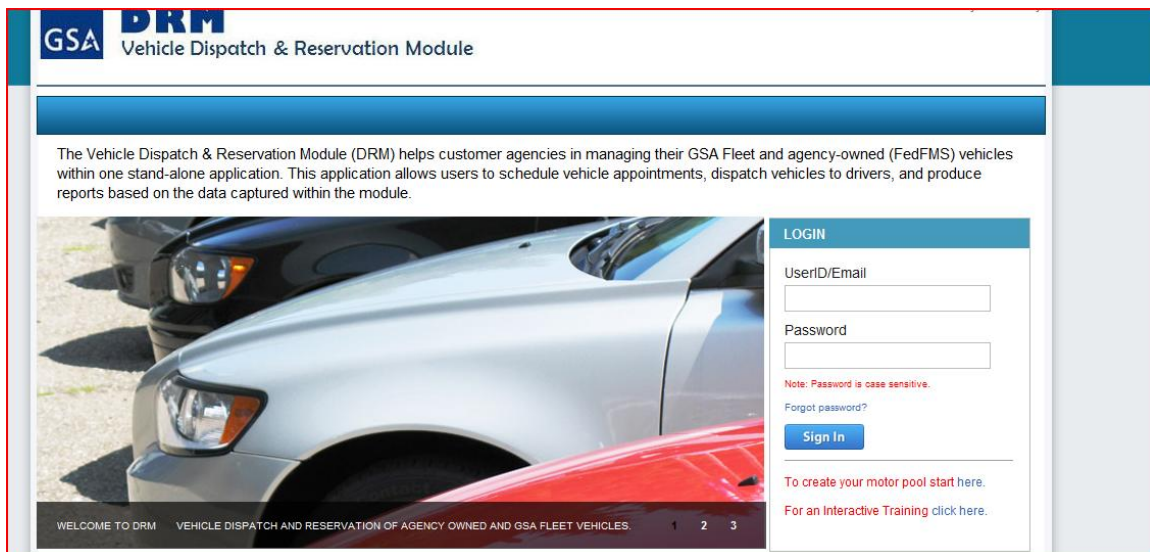
1. You will receive an invite from a motor pool dispatch via email from DRM through GSA.
2. You will need to create a user account fill out only the boxes with the * next to it. As seen below.

The screenshot shows a web form for creating a user account. At the top, there are three blue buttons: "Submit", "Clear", and "Delete". The form contains the following fields and labels:

- * Email/User ID: [text input]
- * First Name: [text input]
- * Last Name: [text input]
- Organization Name: [text input]
- Organization Code/Cost Center: [text input]
- Account Info/LOA: [text input]
- Phone Number: [text input]
- Drivers License Issuing Authority: [text input]
- Drivers License Issue Date: [text input] (Date format MM/DD/YYYY)
- Drivers License Expiration Date: [text input] (Date format MM/DD/YYYY)
- Drivers License Endorsements/Restrictions: [text input]
- * New Password: [text input]
- * Confirm New Password: [text input] Note: Password is case sensitive. Refer to Password Rules below.
- * Security Question: [dropdown menu] -Choose forgot password question-
- * Security Answer: [text input]
- * Permission Level: [dropdown menu] Dispatcher
- * Time Zone: [dropdown menu] -Select-
- * Time Format: [dropdown menu] -Select-

At the bottom, there is a checkbox labeled "Receive Confirmation Emails for all reservations in motor pool:" and three blue buttons: "Submit", "Clear", and "Delete".

3. Once you have created your account you will now be allowed to log into GSA DRM and create reservations.



1. Click on New Reservations to submit a reservations.
2. Choose a Pick-up and Return date and time
3. Click 'Search'

Reservations > New Reservation

New Reservation Base Alameda Motor Pool

Pick-up Date / Time: 08:00 (GMT -8:00) US Pacific

Return Date / Time: 08:00 (GMT -8:00) US Pacific

4. Click the radio button in the far left column for the vehicle you wish to reserve
5. Click 'Continue to Confirmation you will be directed to Confirm Reservation
6. Enter the Purpose of the reservation in Confirm Reservation
7. Click Submit
8. You will receive a confirmation number in an email sent to you.

Canceling and modifying reservations.

Modify/Cancel Reservation Base Alameda Motor Pool

Reservation Confirmation No.

Tag No.:

Pick-up Date & Time:

Return Date & Time:

Purpose:

Mission, Justification, Reservation Remarks:

Requester:

Driver Name:

Motor Pool Driver Needed:

Organization Name:

Organization Code/Cost Center:

Account Info/LOA:

1. Enter your confirmation number in appropriate box and click search.
2. When viewing your reservation that was created you will have the option to make changes or cancel the reservation.

Any questions? Contact SN Danielle M. Thomas, Motorpool Assistant. X3270